

**Non-Residential Design Review Committee Meeting Minutes  
November 08, 2013**

The Bethany Beach Non-Residential Design Review Committee (NRDRC) held a meeting on Friday, November 8, 2013 at 2:00 p.m. in the Town Council Meeting Room, 214 Garfield Parkway, Bethany Beach, DE.

Members present: Lew Killmer, who presided; Faith Denault; John Hendrickson; James Weisgerber and Susan Frederick, Building Inspector

Also present: Mr. Jack Burbage, applicant of proposed new hotel; Jeff Schoellkopf, Architect for Jack Burbage/Bethany Boardwalk Group, LLC; Mayor Tony McClenny; Council members, Jack Gordon, Jerry Dorfman, Joseph Healy, and Margaret Young; Lindsey Good, Administrative Secretary; and interested members of the public.

**Call to Order**

Mr. Killmer called the meeting to order at 2:00 p.m.

**Approval of the Agenda**

Ms. Denault made a motion to approve the agenda. Mr. Hendrickson seconded the motion and it was unanimously approved.

**Old Business**

*The purpose of the meeting is to continue the discussion and review of the application submitted by Jeff Schoellkopf, Architect for Mr. Jack Burbage/Bethany Boardwalk Group, LLC for the construction of a hotel to be located at Block 106, Lot 1 and Block 110, Lots 9, 10, and 11 in the CL-1 Commercial Lodging Zoning District, Bethany Beach, DE*

Mr. Jeff Schoellkopf, architect for Jack Burbage/Bethany Boardwalk Group LLC explained that the purpose of this meeting is to provide explanations for many of the outstanding issues regarding the proposed hotel that were requested by the NRDRC at the previous meeting. He provided the following information to the Committee:

Three (3) items have been distributed to the Committee members for their review: 1.) Zoning Application Update of the Bethany Beach Oceanfront Suites. 2.) Document on the proposed lighting fixtures. 3.) Updated plans for the hotel. The updated plans are very similar to the plans that were previously submitted, but now are physically larger in size and include draft landscaping plans.

The hotel is currently planned to be called the Bethany Beach Ocean Suites and will be run through the Marriott reservation system under the Residence Inn brand and will meet their standards for customized hotel plans and it will also meet the operating standards of the Marriott corporation.

The hotel will have a maximum occupancy of four hundred and sixty guests (460) at any one time. There will be one hundred and twelve (112) guest rooms comprised of seventy-eight (78) Queen suites and thirty-four (34) King suites. There will be forty (40) suites with pullout sofas and forty-eight (48) adjoining rooms.

Mr. Killmer asked for a clarification of how many guest rooms will accommodate four (4) people or less, noting that there has been parking concerns addressed that is associated with the hotel's guest capacity. Mr. Schoellkopf replied that forty (40) of the guest rooms could accommodate up to four (4) people.

Mr. Schoellkopf explained that the second set of plans have been reconfigured to expand spa functions, including a greeting area, two (2) treatment rooms, a changing area and shower, and is adjacent to the pool, the pool deck and exercise room. The changes have made the pool deck slightly smaller. The roof for the indoor pool will not be visible from the street.

Mr. Killmer questioned if it is still planned to have a retractable roof for the indoor pool area. Mr. Schoellkopf stated that the plan for the retractable roof has not been finalized and is still in question, but it is definitely a feature they hope to include.

Mr. Schoellkopf acknowledged that the landscaping plans for the hotel have been provided to the Committee members. These plans include plant and flowerbed areas, planted materials, and ground cover. Plants are all beach area appropriate, hardy and colorful. The exact plant list is available on the plans, and consists of beach grasses, knockout roses, hardy hibiscus, juniper, daylilies and rhododendron. Hardscape ground cover is proposed to be relatively large one to three (1-3) inch tan and brown stone with accommodations around the edges of the plant beds. He noted that planting areas are very limited in this zero setback lot line zone.

Mr. Killmer emphasized that it is important to have maximum landscaping on Atlantic Avenue. Mr. Schoellkopf said it would be planned to include as much landscaping as possible while abiding to the Fire Marshall's requirements.

Mr. Schoellkopf provided an explanation of the plans for the exterior lighting of the hotel. The detailed types and location of exterior lighting are shown on the plan that was provided to the Committee members. Light levels are designed to be Code compliant, well shielded, and mostly subtle down lighting. He and Mr. Burbage understand that there is much concern for the brightness of lighting under the building in the parking area and that has been addressed with flush LED down lights. Fixtures are selected for their durability, energy efficiency, and coastal style, where featured. The same character lights will be located at the outside door and on the sidewall. There will also be ceiling lights on the porch ceilings and entry area ceilings. The recessed lighting cans would not be visible but will provide down lighting at various entries.

Mr. Hendrickson questioned if the recessed lights will also be located at the garage entries. Mr. Schoellkopf responded that they would be located at the entry doors.

Mr. Killmer questioned if the feature lights will be up lighting. Mr. Schoellkopf explained the lights outdoors would be down lighting only.

Mr. Schoellkopf emphasized that the parking area lighting is being carefully planned. It is being planned for the parking lighting area to be in the range of two (2) to six (6) feet with minimal dramatic features. He noted that the lighting has a new LED feature.

Gilbert Tietz, property owner, was recognized. He commented that his bedroom window faces Atlantic Avenue and he is concerned with the brightness of the hotel's exterior lighting. He would like it to be safely lit while not being extremely bright.

Jerry Morris, property owner, was recognized. He suggested that the section of the hotel's garage on Atlantic Avenue could be screened off to block the view of vehicle headlights.

Mr. Hendrickson advised that a backing material could be installed inside of the hotel facing Atlantic Avenue to block lights for neighboring residents that would be permanently exposed to it.

He questioned if it is planned to dim the lighting late at night by using a motion sensor or similar technology. Mr. Schoellkopf stated that these details still must be reviewed and any requirements of Marriott must first be considered.

Mr. Schoellkopf acknowledged that the concern of scale and character of the façade was brought to attention at the previous NRDR meeting. He explained that he and Mr. Burbage reviewed the plans and they feel that all the details coordinate well together. The landscaping along the sidewalk will add color, texture and scale. The stick fretwork will accentuate the hotel's character, subtly screen the ceiling lighting, and decrease the human scale factor along the sidewalk. Stick fretwork will also be used at the vehicular entry and exit as arches to provide visual clues to the approach.

As it was suggested previously by the Committee, "parking area screens" have been designated near the entry and near the service area, including the dumpster screens which will be sliding for access. In addition, an approximately sixteen foot (16') wide by fourteen foot (14') high overhead door added to the service bay, and the refuse collection area is well screened in either of two (2) options shown on the drawings. The exit curb cut on Atlantic Avenue has been reduced to one lane wide to simplify traffic issues and improve pedestrian safety.

For the north side where the walls will be visible, the current plan includes the use of a mix of siding materials, trim and a minimal amount of windows as is permitted by the Building Code. Where the pool deck is located, it is being proposed to install a sixteen foot (16') wide by five foot (5') high lit-up sign that would face Garfield Parkway and another proposed blade lighted sign on the corner of Hollywood Avenue and Atlantic Avenue.

Mr. Killmer advised that the signs would need to be submitted and voted on at a future NRDR meeting in the future.

Mr. Schoellkopf continued to explain that the majority of the siding on the North side visible walls would consist of cedar impressions siding, which will be carefully installed. He noted that for the first six feet (6') up, the view is screened by the Blue Surf dumpster and other utility areas along this wall.

Mr. Schoellkopf stated that it is proposed to have one hundred and fifteen (115) hotel parking spaces. Since the previous meeting, the number of compact parking spaces has been reduced from twenty-three (23) to seventeen (17) spaces. Compact parking spaces will be a minimum of sixteen feet and six inches (16' 6") long and compliant in terms of width, which is slightly less than fifteen percent (15%) of the total number of cars.

Mr. Killmer noted that compact parking spaces needs to be addressed in the Code, and the Town Council will consider adding language to the CL-1 section of the code to permit compact spaces in some circumstances.

Mr. Schoellkopf referenced the proposed Loading Zone, and stated that the proposed location has been reviewed and confirmed as designed. The loading zone is estimated to have a use of one (1) to four (4) times a day where vehicles up to forty feet (40') can pull in to deliver items to the hotel. For solid waste pick-up, there are the following two (2) options: 1.) Private waste hauling service, which would consist of front or rear pick-up from a dumpster/compactor and a recycling dumpster located in the service area; . 2.) Town waste pick-up, which would include two (2) or three (3) screened dumpsters outside of the building along Atlantic Avenue.

Mr. Killmer commented that the issue of waste odors must be taken into consideration, and it will need to be picked up frequently and consistently. Mr. Tietz expressed that the frequency of trash pick-up is his main concern, and made a suggestion to designate a delivery location.

Ms. Margaret Young, Town Council member, was recognized. She questioned where the site for delivery trucks to enter the loading zone would be located. Mr. Schoellkopf replied that the delivery trucks would be able to fit inside the building.

Mr. Schoellkopf stated that the Federal Emergency Management Agency (FEMA) updated maps, which are anticipated to be approved by August 2014, have been reviewed and it has been determined that the proposed hotel will be in compliance. They are proceeding with insurance review by the owner.

Since the previous meeting, the most significant modification in plans regarding the hotel's character is the addition of a "bay tower" on the south side of the North building by the Boardwalk to create two (2) honeymoon suites. This will greatly help to break up the sidewall of the hotel rooms. The standard bays and porches have been upgraded to accommodate HVAC systems and change the swing doors into rooms with sliding French doors. The colors, details and materials have not been modified.

Mayor Tony McClenny questioned what the plans consist of for the HVAC units. Mr. Schoellkopf explained that it is planned to install the HVAC units in the guestroom closets against the wall. The heat pumps would be located on the roof of the hotel, and would not be visible from outside of the building. The generator for emergency lighting would most likely be screened in on the rooftop and all of the pool equipment would be located indoors.

Ms. Young asked if any streets would be restricted during on-site construction. Mr. Schoellkopf replied that a couple streets might be restricted at some point during on-site construction of the hotel.

It was noted that if the proposed hotel were approved, the timeframe for the completion of construction would be about fourteen (14) months.

Mr. Schoellkopf explained that the Town's Right-of-Way is proposed to include sidewalks, parking, and boardwalk improvements and will be reviewed by the Town and Town engineers. The State Fire Marshall is requiring a twenty-four foot (24') fire lane that will be the entire length of Hollywood Street as detailed in the updated Fire Access Plan. It will consist of seven (7) spaces of parallel parking on the north side of Hollywood Street, which will provide excellent access to the beach and boardwalk for emergency access in the broader public interest. There will be widened sidewalks on Hollywood Street will be installed by the Town, subject to engineering. On the north side of Hollywood Street, improvements are proposed to include the repair and required expansion of the existing sidewalk by the developer in affected areas including adding the new and removing existing curb cuts.

Mr. Killmer advised that there needs to be a public access way onto the boardwalk from the sidewalk.

The concern of parking spaces being lost as a result of the requirements of both the Fire Marshall and Marriott was discussed. Mr. Schoellkopf acknowledged that they would be completely supportive of working with the Town to discuss with the Fire Marshall possible different options regarding the requirements of the width of the fire lane on Hollywood Street.

Mr. Killmer expressed his appreciation to Mr. Schoellkopf for taking the time to address all of the questions that were brought to the applicant's attention at the previous Committee meeting. He stated that the following issues still need to be addressed:

1.) The loading zone needs clarification and the interior height of the loading zone need to be addressed. 2.) Not enough parking spaces for the hotel guests and employees. 3.) Landscaping plans need to be developed and reviewed. 4.) Possible design of expansion of the boardwalk at the end of Hollywood Street. 5.) The indoor pool possibly being available for public use during the off-season. 6.) The kitchens /kitchenettes planned for the guest rooms.

**Approval of the Minutes From the Meeting Held October 11, 2013**

Mr. Killmer stated that the minutes from the meeting on October 11, 2013 would be voted on at the next meeting, as well as the minutes from today's meeting.

**Motion to Adjourn**

Mr. Hendrickson made a motion to adjourn the meeting. The motion was seconded by Ms. Denault and unanimously approved. The meeting was adjourned at 3:30 p.m.

The next meeting is scheduled for December 6<sup>th</sup>, 2013.

Respectfully Submitted:

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Lindsey Good  
Administrative Secretary